

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

February 21, 2006

SUBJECT: USE OF EVIDENCE DRYING CABINETS, AND EVIDENCE DRYING CABINET LOG, FORM 10.11.4 - ACTIVATED

PURPOSE: The proper collection and booking of evidence is critical to the prosecution and conviction of criminals. It is imperative that items potentially containing Deoxyribonucleic Acid (DNA) and/or forensic evidence are properly dried and booked for Scientific Investigation Division (SID) analysis. This Order establishes procedures for drying DNA and/or forensic evidence in an Evidence Drying Cabinet (EDC). In addition, this Order activates the Evidence Drying Cabinet Log, Form 10.11.4.

PROCEDURE:

- I. EVIDENCE DRYING CABINET - USE.** The EDC is a cabinet with two separate drying compartments. The drying areas of the cabinet can be utilized either as hanging space, shelf space or a combination of the two. The EDC is equipped with a key lock, which shall remain locked unless officer(s) are placing evidence into, removing evidence from or cleaning the EDC.

Evidence possibly containing DNA will be placed into an EDC until dried. In order to prevent the contamination of evidence while placing it into or removing it from an EDC, officers shall wear protective equipment (i.e., gloves, etc.). Approval from the concerned Area Watch Commander (W/C) is required prior to placing evidence into an EDC. Officers who are unable to utilize the EDC because it is full, or the evidence cannot be placed into the EDC (i.e., large, irregular sized items), shall book the evidence at Property Division as outlined in Manual Section 4/536.15. Only one item at a time shall be placed in an EDC compartment.

Note: In cases where there is no potential for an exchange of DNA between the victim and suspect (i.e., a hit and run, or drive by shooting) an EDC shall not be used.

Upon removing evidence from an EDC, officer(s) shall book the evidence to be analyzed as outlined in Manual Section 4/535.07. The officer who removes and books the evidence shall be responsible for cleaning the EDC.

All protective equipment utilized while booking/removing analyzed evidence and cleaning the EDC shall be disposed of in accordance with Section 3/712.13 of the Department Manual.

II. EVIDENCE DRYING CABINET LOG, FORM 10.11.4 - ACTIVATED.

The Evidence Drying Cabinet Log, Form 10.11.4, is activated.

A. Use of Form. This form shall be used whenever officers place evidence into, remove evidence from, or clean an EDC.

B. Completion. All boxes listed on the EDC Log are self-explanatory and shall be completed as directed.

C. Distribution.

1 - Original, shall be retained by the Area Homicide Coordinator.

1 - TOTAL

III. OFFICER'S RESPONSIBILITIES. An officer booking evidence to be dried in an EDC shall:

- * Obtain W/C approval;
- * Obtain the EDC key from the Area W/C;
- * Complete the EDC Log;
- * Wear the appropriate protective equipment prior to handling the evidence being booked;
- * Place a clean sheet of butcher paper on the bottom of the EDC to capture any loose evidence;
- * Place the collected evidence into the EDC;
- * Turn on the EDC;
- * Dispose of the used protective equipment;
- * Leave a copy of the corresponding Investigative Report with the listed evidence on the front of the EDC door;
- * Return the key to the W/C; and,
- * Notify the W/C if the EDC is not in working order.

Note: If an officer booking evidence in the EDC becomes aware that items are now fully dry and the assigned Investigating Officer (I/O) is not on-duty, the officer shall complete the duties listed under Section IV of this order.

IV. INVESTIGATING OFFICER'S RESPONSIBILITIES. Upon being assigned an investigation that involves evidence that is in an EDC, the assigned I/O shall:

- * Obtain W/C approval;
- * Obtain the key to the EDC from the W/C and complete the EDC Log;
- * Wear the appropriate protective equipment;
- * Determine if the evidence is dry and ready for booking (articles may take approximately 12-48 hours to dry);
- * Remove and book all dried evidence, including the butcher paper;
- * Turn off the EDC;

Note: Prior to turning off the EDC, officer(s) shall spray the inside of the EDC with the hospital grade biocide provided by SID.

- * Clean the EDC;

Note: Once the EDC is turned off, officer(s) shall use the hose attached to the EDC and wash the inside of the EDC (**do not spray water into the filter**).

- * Dispose of the protective equipment;
- * Return the key to the W/C; and,
- * Notify the W/C if the EDC is not in working order.

V. WATCH COMMANDER'S RESPONSIBILITIES. In addition to maintaining the EDC Log and key in a secure location, the Area W/C shall:

- * Approve all usage of the EDC;
- * Ensure that each time an officer places evidence into, removes evidence from, or cleans the EDC, a log entry is recorded;
- * Initial the log after each entry is completed;
- * Notify the geographic Area Detective Commanding Officer (C/O) when new items of evidence are drying in the EDC; and,
- * Note any malfunctions to the EDC on the W/C's Daily Report, Form 15.80 and contact SID for assistance.

VI. DETECTIVE COMMANDING OFFICER'S RESPONSIBILITIES. The Detective C/O shall establish liaison with the Area W/C and ensure evidence left for drying in the EDC is removed and booked. The Detective C/O shall also ensure the EDC is available for use; and,

- * If applicable, assign an I/O to cases involving evidence placed into an EDC in which their division has investigative responsibility; and,
- * Ensure the EDC is cleaned and maintained.

VII. SCIENTIFIC INVESTIGATION DIVISION'S RESPONSIBILITIES. In addition to transporting and analyzing evidence, SID shall:

- * Provide six and twelve month EDC filter maintenance;
- * Ensure cleaning solution is made available to all geographic Areas;
- * Liaison with Facilities Management Division for repairs to the EDCs.

FORM AVAILABILITY. The Evidence Drying Cabinet Log, Form 10.11.4, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days, and will be placed on the Department's Local Area Network. A copy of the form is attached for duplication and immediate use.

AMENDMENTS. This Order amends Sections 3/712.13, 4/536.15, and adds Section 5/10.11.4 to the Department Manual.

AUDIT RESPONSIBILITY. The Commanding Officer, Administrative and Technical Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "D"

ATTACHMENT

EVIDENCE DRYING CABINET LOG

Month_____

[illegible]

* Evidence entered, evidence removed, cleaning, dryness check.